



FEMA

Staffing for Adequate Fire and Emergency Response (SAFER)

Recruitment and Retention Activity - National, State, Local, or Tribal Volunteer Firefighters Interest Organizations

SAFER Recruitment and Retention Grants

Grant Application Get Ready Guide 2013

Prepare for your grant application today

The Assistance to Firefighters Grant (AFG) Program's Staffing for Adequate Fire and Emergency Response (SAFER) application period will be opening soon. This handy guide will give you a kick-start in preparing your grant application to thoroughly answer all the grant application questions.

The purpose of the Recruitment and Retention Grants is to assist fire departments and/or national, state, local, or tribal organizations that represent the interests of volunteer firefighters with the recruitment and retention of volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response. These grants are intended to create a net increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies within the grantee's geographic response area.

Department Information - National, state, local, or tribal volunteer interest organizations should use this section to start gathering information that will be required for the application so you are ready when the application period opens. The information provided should reflect the characteristics of the target audience (e.g., entire region and/or all fire departments) that will benefit from these grant funds. Fire Departments should review the information in the corresponding Get Ready Guide.

- Ideal number of **active volunteer firefighters** needed by your organization to assist the target audience (e.g., fire departments benefiting from this grant application) to adequately comply with the NFPA standard they are attempting to meet
- Current total number of **active volunteer firefighters** in your target audience (include only operational volunteer **firefighters**; administrative or EMS only members should not be included)
- **Note:** The information for the above bullets must be the **cumulative total** of the number of firefighters of target audience (e.g., **all departments** participating in this application).
- What method(s) were used to determine these numbers?
- The cumulative total number of **active volunteer firefighters** that joined the target audience (e.g., fire departments participating in this application) over the last three years
- The cumulative number of active volunteer firefighters that left the target audience (e.g., fire departments participating in this application) over the last three years

Be prepared to thoroughly explain, document, and provide background information on the following five areas as part of your Narrative Statement:

- Project Description
- Impact on Daily Operations
- Financial Need
- Cost Benefit
- Performance

Answering the following questions within each of the above five areas will help you formulate a comprehensive Narrative Statement:

Project Description

- How will you use the grant funds?
- How will recruitment of new volunteer firefighters or retention of current volunteer firefighters impact the operational needs or capabilities of the fire departments participating in the application?
- What specific benefits will these firefighters provide to the fire department(s) and their respective communities?
- What are the recruitment or retention problems or issues that have been identified by the fire departments participating in this application, and how will the activities being requested address their needs?
- What is the specific goal of your recruitment and/or retention plan, and how will it be implemented?

Impact on Daily Operations

- How are the target audience (e.g., entire region and/or all the fire departments participating in this application), their communities, and their current firefighters at risk without the requested firefighters?
- To what extent will the risk(s) be reduced if your organization is awarded a grant?

Financial Need

- What is your current organizational budget?
- Why do you need federal financial assistance?
- What other funding actions have you taken to fund these R&R Activities?

Cost Benefit

- What benefit(s) will your organization and/or the fire departments participating in this application realize if the project described is funded (e.g., anticipated savings and/or efficiencies)?
- Is there a high benefit for the cost incurred? Are the costs reasonable?
- Provide justification for the budget items relating to the cost of the requested items.

Performance

- If applicable, do you have a proven track record for timely project completion and satisfactory performance in other AFG, FP&S, and SAFER Awards?

System for Award Management (SAM) (replaced Central Contractor Registration (CCR))

What is SAM?

The System for Award Management (SAM) is a Federal Government owned and operated free Web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. Future phases of SAM will add the capabilities of other systems used in federal procurement and awards processes.

Per 2 CFR Part 25, all grant applicants **MUST** have an active current SAM registration status at the time of application and throughout the duration of any federal award. Therefore, **in order to receive a SAFER Grant award**, you **MUST** be registered and have up-to-date information in the online System for Award Management or SAM ([SAM.gov](https://sam.gov)). SAM registration is FREE of charge and is required of all federal awardees.

Former CCR Registrants

If you had an active record in CCR, you have an active record in SAM. However, you will still be required to “register” your entity in SAM. The entity is the name of your organization; all entities must create an account in SAM. You can search for registered entities in SAM by typing the DUNS number or business name into the search box. Banking information, EIN number, organization/ entity name, address, and DUNS number provided in your SAFER application **MUST** match the information that you provided in SAM.gov.

The SAFER application process also involves applicants confirming they have an updated and current registration in SAM, which must be confirmed at <https://www.sam.gov/portal/public/SAM/>

- A DUNS number is required to apply for a grant and to register in SAM.
- SAM registration is required to be awarded a grant.
- If your city or governing organization has a DUNS number, check to see if it is registered in SAM and if the SAM number is current.
- Again, banking information, EIN number, organization/ entity name, address, and DUNS number provided in your SAFER application **MUST** match the information that you provided in SAM.gov.

- **Important: SAM registrants must renew their registration annually to maintain an active status.** SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the record.

Additional information on System for Award Management (SAM) Account Registration for AFG Awardees can be found at <http://www.fema.gov/rules-tools/system-award-management>

For information regarding [SAM.gov](http://www.sam.gov) security, see the SAM security vulnerability FAQs or call the FedInfo hotline at 1-800-FED-INFO (1-800-333-4636). For technical questions about [SAM.gov](http://www.sam.gov) registration and user records, go to www.fsd.gov.

Coming Soon: Watch the AFG Web site www.fema.gov/firegrants for the SAFER Self-Evaluation tool that will help you rate your own SAFER Application Narrative!



Questions regarding the SAFER Grants can be directed to the Federal Emergency Management Agency's Grant Programs Directorate (GPD) AFG program staff at 1-866-274-0960 or e-mail firegrants@dhs.gov.

